

**MEETING MINUTES
CITY OF HECTOR
REGULAR MEETING
HECTOR COMMUNITY CENTER – 7:00 P.M.**

OCTOBER 12, 2015

PRESENT: Mayor Steven Squibb, Council Members Ralph Bergsma, Doug Best, and Penny Kandt.

STAFF PRESENT: Kathy Blackwell, Jerome Schueller, Clifton Allen, and Staci Skoog-Bownik.

ALSO PRESENT: Gary Bipes, Marty Lawson, Marlys Hagstrom, Mike Jacoby, Roger Newman, Cindy Christopherson, Penny Macik, Steve Caukins, Nancy Fosland, Ruth Kulla,

AGENDA – MOTION by Doug Best, seconded by Ralph Bergsma and carried to approve the agenda with the following additions: 2011 FEMA Disaster Aid File, squad car camera and a closed session to discuss employee performance. MOTION by Doug Best, seconded by Penny Kandt and carried to approve the consent agenda.

PROJECT UPDATES – City Engineer Clif Allen reviewed the five projects.

Gridor is on schedule at the waste water treatment plant. The project is approximately 33% complete and there have been a few issues that are now resolved. Their pay request is \$103,904.89.

General Construction Services is just getting started on the water tower. One building has been demolished and the tower base construction will be started. Their pay request is \$42,750.

Quam Construction has focused on North end of town in the city wide rehab project. There should be pavement starting next week. Their pay request is \$446,413.49. Quam will be buying materials that will be stored and used next year. There is a proposed change order in the amount of \$3,100 to address a 4” main thought to have been a 6” main.

Hjerpe is working on CSAH 34/Ash Ave and unearthed contaminated soil. PCA was notified and it is a known contamination area. It is not the city’s or contractor’s responsibility to remedy the contamination. Hjerpe’s pay request is \$294,950.49.

KHC Construction has the water treatment project about 66% complete. The plant will be put back on line by the end of October. Two change orders approved by council contingent upon the engineer’s and RD’s approval for painting (\$20,739.10) and electrical (\$6,367.20) are being presented to RD for formal approval. KHC submitted a pay request in the amount of \$356,276.56

CHANGE ORDERS – Mike Jacoby asked whether change orders are covered by the funding source. Allen explained the process and that it depends on whether the change order meets the RD criteria for funding the change.

MOTION by Doug Best, seconded by Penny Kandt and carried to approve the five pay requests and three change orders as recapped by the Mayor and underlined above, pending approval from RD.

PROGRESS REPORT - Clif reviewed the progress spending report that was prepared and shared with the council. Clif explained the two-year paving process that will be used. Clif explained the ADA MnDOT portion of the project replacing sidewalk ramps on TH 4 and that MnDOT asked that it be included in one of the city projects.

CEMETERY – A preliminary plat needs to be reviewed by the committee. Mayor Squibb asked Clerk Blackwell to try to schedule a committee meeting.

RESIDENTS – Marlys Hagstrom asked about the lawn at 530 Douglas Ave E being seeded and referenced a property with blight issues. Best stated he will have an officer follow up on the blight issue. Mike Jacoby commented that this is the not the best time of year to seed grass.

AIRPORT – Councilor Bergsma stated the airport committee had the last meeting of the year and discussed the 2016 budget and a new mower. The committee agreed that the one-ton pick-up be transferred to the city. Bergsma agreed to determine a fair value of the truck. It was mentioned that the flight breakfast was a success.

AMBULANCE/FIRE – Squibb and Best reported that the Fire Department is negotiating the purchase a truck that is in Connecticut.

EDA – Mayor Squibb summarized a proposed remodeling project at Prairie View. Squibb stated that the EDA is hoping that the city will approve a loan to fund the project. Penny Macik asked the status of the project and expressed concern on what Welcome Home was told regarding the project. Clerk Blackwell stated that she did use the phrase “conflict of interest” in a phone conversation with Welcome Home. Macik asked what the conflict of interest was. Squibb stated that the one and only bidder was selected by Welcome Home and could be considered a conflict of interest. Squibb noted that the EDA is subject to the same bidding requirements as the city and with a project of this size every effort should be made to make sure the EDA/city is getting the best available price. It was noted that both the project and the loan need to be approved by the city council. Macik suggested that Steve Caulkins speak to Welcome Home and explain the process the EDA and city needs to follow to proceed with the proposed project. Squibb noted that Country Wide Lumber is interested in bidding the project. The EDA will further discuss the proposed project at their October 15th meeting.

EDA BOARD – MOTION by Doug Best, seconded by Ralph Bergsma and carried to appoint Penny Kandt to fill the vacancy on the EDA board.

COUNCIL VACANCY – The Mayor read portions of the response Gary Bipes submitted. Bipes has offered that he not receive council wages but that the city send him to the annual airport

conference instead. Gary referenced past involvement with the airport and stated that he wants to be on the employee committee. Jeff Heerdt stated that his concerns are sincere and he is interested in property taxes and the current infrastructure projects. Heerdt commented that he has heard positive things about the Police Department. Heerdt mentioned being involved with the building of Prairie View and the dentist office, as well as serving on the planning commission and other committees. The Mayor read the comments Brian Pierce submitted. Doug Best commented how the city went from having nobody interested to now having three qualified persons. Ralph Bergsma commented that Jeff and Gary both have a lot of experience. Ralph asked Gary if he was aware of the current infrastructure projects. Bipes replied that he was not familiar with the current projects. MOTION by Doug Best, seconded by Penny Kandt and carried to appoint Jeff Heerdt to fill the vacancy on the council. Councilor Best then suggested the city look into whether Gary Bipes can represent the city at the annual conference. Councilor Bergsma agreed to check into it.

OATH – Jeff Heerdt took his oath of office as a city council member and began his service at 8:12 p.m. Heerdt's term will continue through December 31, 2016.

POLICE – Penny Kandt stated that Chief Best has provided a quote for the squad car cameras. Kandt and Best explained the need for the cameras. Best explained that other camera systems are available, but recommended the system from Watch Guard with a four-year warranty. Best noted that the 2015 Police Department expenditures are less than budgeted. MOTION by Ralph Bergsma, seconded by Penny Kandt and carried to approve the purchase of the camera systems from Watch Guard in the amount of \$11,090. Best abstained from the motion.

TZD AGREEMENT – Best explained the Toward Zero Deaths program and the desire for Hector Police Department to participate. MOTION by Penny Kandt, seconded by Ralph Bergsma and carried to approve the TZD Mutual Aid Agreement. Best abstained from the motion.

KOZEL – Best explained an error in omitting vacation time for Kurt Kozel and recommended Kozel be given 160 hours of vacation time in 2015. MOTION by Ralph Bergsma, seconded by Penny Kandt and carried unanimously to grant Kozel 160 hours of vacation time in 2015 and allow Kozel to use the hours in 2015 and 2016. Councilor Bergsma commended Kozel's performance during a recent incident.

NATIONAL NIGHT OUT – Best suggested and the council agreed that the city reimburse the Hector Community Spirit group for the supplies they provided for the National Night Out event. Best also thanked the group for their work at the event.

PUBLIC WORKS – Jerome stated it has been a busy construction month and that Clif provided a good review of the projects. Schueller stated the water plant will be back on line soon. Mike Jacoby thanked Schueller for a fast response to a recent question. Mayor Squibb suggested and the council agreed that Jeff Heerdt serve as a liaison, along with himself, to the public works department.

LIBRARY – Mayor Squibb invited the public to Jill Schwiderski’s retirement gathering on October 22, 2015 at the Community Center. The Mayor and Council thanked Jill for her years of service and wish her well in her retirement. Pioneerland Library System intends to combine the Hector Head Librarian position with other area libraries.

COMMUNITY CENTER – Clerk Blackwell suggested the council review the Community Center policy and see if they would like any changes made. The city is receiving an increased number of inquiries about events being held in the Community Center following the closing of the American Bar and Grill. The council will discuss the Community Center use again at the November meeting.

FEMA FILE – Clerk Blackwell reported that the 2011 disaster aid file has been closed and the city received the final payment of \$17,810.53 that the state had been holding.

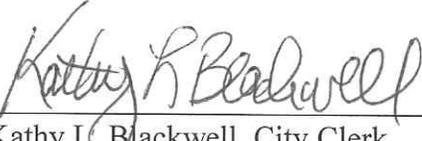
MOTION by Ralph Bergsma, seconded by Doug Best and carried to close the meeting to discuss employee performances.

The council meeting was again opened to the public.

MOTION by Doug Best, seconded by Penny Kandt and carried unanimously to reduce the amount of time the written reprimand dated July 10, 2015 remains in Jerome Schueller’s file from two years to one year.

MOTION by Ralph Bergsma, seconded by Jeff Heerdt and carried unanimously to continue Staci Skoog-Bownik’s employment for 30 days and again evaluate her performance at the November 9, 2015 meeting; also included in the motion was to issue Skoog-Bownik a written warning for an incident on October 2, 2015.

MOTION by Ralph Bergsma and seconded by Doug Best to adjourn the meeting.


Kathy L. Blackwell, City Clerk